

## **PART 25 - Virtual Operations Effective April 13, 2020**

I sincerely hope that you and your families remain safe as we deal with this difficult period in our lives.

In compliance with the recent directives of Chief Judge Janet DiFiore and Chief Administrative Judge Lawrence K. Marks, non-essential trial court conference proceedings shall occur on a remote/virtual basis effective Monday, April 13, 2020. I am pleased to announce that as a preliminary step, Part 25 has been working to set up conferences in matters identified by the Administrative Judge as having the potential to settle.

Additionally, I ask attorneys, with cases in Part 25, who seek to file stipulations of settlements or seek to request a settlement or ADR conference (on consent of all parties) to contact me or my law clerk, Mary Yamagata, Esq., via email at [rosado@nycourts.gov/myamagat@nycourts.gov](mailto:rosado@nycourts.gov/myamagat@nycourts.gov). The email message to the Court is to include the case name, the index number, the names and contact information of the attorneys, and a brief summary of the request. In response, I will review the request and, where appropriate, schedule a remote/virtual conference via Skype Business or Telephone. The Court's response will include instructions and/or a date to Skype or call. **Please be mindful that your adversary may not be equipped to conference at this time because we are all dealing with changes and challenges to our personal and work lives. The Court will ONLY entertain requests made on consent of all parties.**

Please note that NO NEW nonessential matters may be filed until further notice; nor may additional papers be filed by parties in pending nonessential matters. The Court shall file such orders in essential and nonessential matters as it deems appropriate.

If you have an application that you believe is essential, i.e., applications for orders of protection, mental hygiene applications, temporary restraining orders you must contact the "Designated Justices," not the assigned IAS Justice. *None of the justices' chambers are staffed at this time.* The Designated Justices may not have chamber support staff, i.e. secretary or law clerk. You can call the Administrative Office at 718-618-3800 to determine who the designated Justices are.

The Court asks for your patience as we transition to virtual operations during these unprecedented times. There is no doubt that there will be challenges as we begin to implement this new phase in our work lives. However, I remain confident that we will make it work together as the resilient legal community we are.

On behalf of Part 25, I thank you for your anticipated cooperation and ask that you stay healthy and safe!

Warm regards,

Justice Llinét M. Rosado